

100th Troop Command
Effective: 09 September 2000

100th Troop Command
PAM 710-2

CHANGE OF COMMAND POLICY AND PROCEDURE

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COL, MI, CA ARNG
Commanding

Summary. This pamphlet prescribes change of Command Policies and procedures throughout 100th Troop Command.

Applicability. This pamphlet applies to all units and Primary Hand Receipt Holders.

Supplementation. Supplementation of this pamphlet and establishment of forms other than those provided herein are prohibited without the approval from 100th Troop Command.

The proponent command of this pamphlet is the Logistics Officer, 100th Troop Command. Users are invited to send comments and suggested improvements through command channels to: Commander, 100th Troop Command
ATTN: CATC-S4
510 Parker Road,
Fairfield, CA 94535-1405

Distribution. Distribution of this pamphlet is made to all Troop Command Commanders through Detachment level.

CALIFORNIA ARMY NATIONAL GUARD
Headquarters, 100th Troop Command
510 Parker Road
Fairfield, California 94535-1405

1. GENERAL

a. This checklist is used to ascertain that appropriate preparations have been accomplished to expedite the Change of Command Inventory.

b. When the checklist has been completed and confirmed by the incoming and outgoing commander the checklist will be signed and dated by both parties and all discrepancies will be annotated on the attached list.

c. When the inventory cannot be completed within the prescribed time (30) days, an extension of time may be requested as shown in section III-General.

d. To ensure that all parties involved in the change of command procedures fully understand all of the requirements necessary to execute and finalize the change of command responsible officer at unit level, this is the only checklist that will be utilized by any individuals participating in the transfer of responsibility. Any error, omission, incorrect or incomplete requirements noted or discussed during the change of command will be referenced to this checklist. When all requirements of this checklist have been completed and the SOP has been fully met, the assumption of command by the incoming commander will proceed.

1. Have the following read this SOP

YES NO

(a) Incoming Commander

(b) Outgoing Commander

2. Has the outgoing commander ensured that all sub-hand receipt and annex's with change documents are updated, and are all sub hand receipt holders active members of the unit.

3. Has the outgoing commander reviewed the unit property records to find the type of items to be inventoried.

4. Has the outgoing commander notified the sub-hand receipt holders of when and how the inventory is to be conducted.

5. Has the property been jointly inventoried as follows:

(a) All items checked to make sure the items and its description on the unit property book matches what is actually on hand.

(b) Checked end items for completeness, use the appropriate and current TM or SC IAW DA PAM 25-30 to identify components. Make sure that component shortages are listed on hand receipt annex's and initialed by the incoming commander. Provide copies to the Property Book Officer. UNIT IS TO UTILIZE SHORTAGE ANNEX PROCEDURES AVAILABLE IN ULLS S4

ENCL 1

(c) Visually check serial numbers on ALL items against serial numbers recorded on the hand receipt printout. Incoming commander will be required to sign sensitive item inventory provided by the PBO. AAR's will be accomplished if any discrepancies are noted.

(d) If items are in maintenance, are the open maintenance requests valid, check all open maintenance request with supporting maintenance facilities. _____

(e) Has an annual showdown inspection been conducted of individual and organizational clothing and equipment during the past 12 months. OCIE for all E6's and below must be stored in the supply room. ALL UNIT MEMBERS MUST HAVE A CURRENT ULLS S4 HAND RECEIPT FOR OCIE. _____

(f) Have all personnel transferred to the ING been cleared of all supply accountability, is clothing stored in the supply room. _____

(g) Is there a copy on hand of the unit OCIE consolidation. Furnish a copy to the Property Book Officer. ULLS S4 CONSOLIDATION IS TO BE UTILIZED. _____

6. Have all differences regarding property book items been reported to the property book officer. property book officer will conduct causative research of these differences, When no conclusive findings are made, take the following actions.

(a) Report overages as "Found on Installation" property, and request disposition on excess property. _____

(b) Account for all shortages IAW AR 735-5. All Report of Surveys must be completed and available to the Property Book Officer. _____

(c) Prepare and process AAR's to correct differences within size, makes, or models IAW DA Pam 710-2-1, para 4-17. _____

(d) Submit requests for all shortages, MTOE, CTA, Component items. _____

(e) Have all signature cards been prepared and signed by all parties. Receive/Request MTOE/CTA Property/Individual clothing and equipment/CTA 50-900 and Expendable-Durable, ULLS S4, refer to DA PAM 710-2-1 page 27 for preparation instructions. REMARKS COLUMN MUST INDICATE PBO 100TH TROOP COMMAND/USPFO FOR CALIFORNIA.

7. Is the unit utilizing ULLS S4 to requisition expendable/Durable supplies. _____

8. Assumption of Command Memorandum prepared and available for the Property book Officer. _____

9. Copy of current DA 1379 available for the Property Book Officer. _____

10. Copies of all updated Hand Receipts available for the PBO. UNIT IS TO UTILIZE HAND RECEIPT PROCEDURES AVAILABLE IN ULLS S4. _____

THE ABOVE CHECKLIST HAS BEEN READ AND ACCOMPLISHED BY THE INCOMING AND
OUTGOING COMMANDERS.

IDENTIFICATION OF UNIT UNDERGOING
CHANGE OF COMMAND

NAME, GRADE, SSN OF INCOMING COMMANDER

NAME, GRADE, SSN OF OUTGOING COMMANDER

NAME, GRADE, SSN OF UNIT SUPPLY SERGEANT
OR FULL TIME REPRESENTATIVE

DATE ACCOMPLISHED

DURING THE CONDUCT OF THIS CHANGE OF COMMAND, THE FOLLOWING CHECKLIST ITEMS
WERE FOUND TO BE INCORRECT OR INCOMPLETE.

DATE

PROPERTY BOOK TEAM
REPRESENTATIVE

MEMORANDUM FOR PBO, 100th Troop Command, 510 Parker Road, Fairfield, California 94535-1405

SUBJECT: Certification of 100 Percent Change of Command Inventory by Incoming Commander

I, _____, Incoming Commander,
RANK, NAME, SSAN

for _____, certify that I have personally inventoried with the outgoing Hand Receipt Holder or his appointed representative 100 percent of equipment on hand receipts Organizational-Clothing and equipment, Organizational MTOE, Installational, Class I and V basic loads and TDA Derivatives, if applicable, to include components of Sets, Chests, Kits, and outfits dated _____ for the unit identified above. Inventory was completed on _____.

Sig Block Incoming Commander

ENCL 2

CATC-PBO

MEMORANDUM FOR Office Of The Adjutant General, ATTN: CAMP-OPMS , P.O. Box 269101,
Sacramento, California 95826-9101

SUBJECT: Report of Change of responsible Officer Inventory (Hand Receipt Holder)

1. A Change of Responsible Officer Hand Receipt Holder/Commander inventory of the supply account maintained by _____ was accomplished during the period _____

2. The inventory was conducted by:

a. Outgoing Commander: _____
RANK, NAME , SSAN

b. Incoming Commander: _____
RANK, NAME, SSAN

3. _____ assumed responsibility for the unit property accountability effective _____.

CF:
CATC-CDR
CATC-S4
UNIT.

STEVE A. MARQUETTE
CW2, CAARNG
Property Book Officer

ENCL 3

Heister
d. Inventories are conducted jointly by the incoming and outgoing commanders. If the outgoing commander is unable to attend, designate a disinterested officer responsible for initiation of property adjustment actions and conduct of the joint inventory.

4. IMPLEMENTATION A minimum of ninety (90) days prior to the desired effective date for the permanent change of command a request for transfer of property responsibility between the responsible permanent hand receipt holder and incoming commander will be forwarded to the 100th Troop Command ATTN: CATC-LG with a copy furnished to the Property Book Officer. This memorandum request should indicate the scope of any assistance that may be required to expedite the change of command inventory, the desired effective date of the inventory and the identification of the outgoing and incoming commanders (to include mailing addresses) Property Book Officer for the 100th Troop Command will be present during the change of command to validate and insure all property is accounted for. ENCL 1 provides a detailed checklist that must be accomplished prior to the Property Book Team representatives's scheduled visit.

5. RESPONSIBILITIES

a. 100TH Troop Command S4 NCOIC

(1) Be responsible for coordinating and scheduling all change of command dates for the entire 100th Troop Command.

(2) Schedule assessment visits in conjunction with battalion and unit personnel. The first visit will be an assessment of the overall status of supply readiness. Once completed, a detailed list of all deficiencies observed will be forwarded to the Battalion/Unit with copies going to the incoming and outgoing commanders. As a general guideline there should be three assessment visits, an initial 60 day 30 day and prior to the change of command.

b. Battalion S-4 NCO separate company NCOIC

(1) Has the overall responsibility for the success or failure of the change of command process.

(2) Advises the incoming and outgoing commanders of their responsibilities while conducting the change of command inventory.

(3) Assists the unit in conducting the inventory.

(4) Assists the unit in preparing the documentation necessary to support the finding of the physical inventory.

(5) Assists the unit in the assembling the change of command packet.

c. Unit Supply SGT

(1) Responsible for ensuring unit records are current and available for the incoming and outgoing commanders to use during the inventory.

(2) Assist the incoming and outgoing commanders during the inventory.

(3) Ensure all aspects of the change of command inventory are all documented.

(4) Ensure all discrepancies discovered during the inventory have been resolved or brought to the attention of the PBO before or during any assessment visit.

(5) Assist in the resolution of all discrepancies during any of the assessment visits.

100TH TROOP COMMAND CHANGE OF COMMAND POLICY AND PROCEDURES

1. PURPOSE to standardize procedures relating to property accountability for unit change of command inventories. This SOP provides specific policy for the accountability and assignment of responsibility for property issued to a using unit.

2. SCOPE These procedures apply to all units assigned to the 100th Troop Command.

3. GENERAL

a. The most significant property accountability action undertaken is the change of command inventory. The end result of a change of command inventory should be:

- (1) 100% property accountability/ Includes components to sets, kits & outfits
- (2) Requisition of all shortages.
- (3) Validation of all existing requisitions.
- (4) Overages reported to the Property Book Officer
- (5) Actions initiated for completion of disposition instructions received by the Property Book Officer, Lateral Transfers, Turn-ins and a review of all open documents.
- (6) Initiation of all required adjustment documentation.

b. A change of command inventory encompasses more than a physical count of the property. It consists of the following requirements.

(1) A joint 100% percent inventory and visual check of the condition of all property assigned to a unit.

(2) Initiation of all adjustment documentation to account for lost, damaged, or destroyed property. This is the responsibility of the outgoing commander.

(3) A complete update of all hand receipts, shortage annex's and sub-hand receipts. This update cannot occur if hand receipt holders are not present for a physical inventory.

(4) Submission of valid requisitions for all shortages accompanied with appropriate shortages annex's, this is the responsibility of the outgoing commander.

(5) Completion of delinquent turn-ins and lateral transfers. These transactions must be completed prior to assumption of command by the incoming commander.

(6) Completion of turn-in actions for "found on installation" items, outgoing commanders responsibility.

c. Thirty days are allocated to complete the physical count and associated property accountability actions detailed above. Under no circumstances will the change of command take place before the actions have been completed. When the above actions cannot be fully completed within the prescribed time (30 days) an extension may be requested by the incoming commander through the 100th Troop Command S4. The request for an extension must be in writing and will ~~and will~~ not exceed 15 days. A maximum of two (2) extensions may be requested if fully justified. Total time allocated may not exceed 60 calendar days. During the period the outgoing commander remains responsible for all of the unit property accountability

d. Outgoing Commander

- (1) Organize personnel and resources to expedite the inventory.
- (2) Arrange with section hand receipt holders for inventory dates and times
- (3) Arrange with the incoming commander a mutually agreeable date and time to conduct the joint inventory.
- (4) Account for all property prior to departure from assignment as the commander.

e. Incoming Commander

- (1) Conduct the Inventory with the outgoing commander .
- (2) Personally inventory unit property and initial the automated property book and posting the location of the unit property.
- (3) While conducting the 100% inventory ensure ENCL 1 assessment checklist is utilized and all blocks are initialed.
- (4) Complete and sign the memorandum, " Certification of 100% Inventory by incoming Commander" ENCL 2.
- (5) It is recommended the incoming commander not sign the Assumption of Command Memorandum until the inventory, to include all documentation is complete and the PBO has signed the memorandum certifying the completion of the inventory.

f. PBO Responsibilities.

- (1) Send pre-change of command packet to the unit. This is done when all parties confirm the requested month. The pre-change of command packet is discussed in paragraph 6.
- (2) Provide guidance and assistance as necessary during any phase of the change of command process.
- (3) Conduct a causative review of the change of command packet once it is received from the unit. This review will be conducted in a timely manner and discrepancies discovered will be identified to the unit in writing.
- (4) The Property Book Officer (Accountable Officer) is the final approving official. If the change of command packet is satisfactory, the PBO will sign the completion memorandum (ENCL 3) and forward to OTAG, ATTN: OPMS. A copy of this memorandum will be sent to the Bn/unit. If the packet is not satisfactory, the discrepancies will be identified and returned to the unit for resolution.

6. PRE-CHANGE OF COMMAND PACKET When the unit has a change of command scheduled, the property book office will forward a pre-change of command packet to the unit through command channels. This packet will include;

- a. A copy of the current Hand Receipt Printout (ALV-151) marked " change of command Inventory" and a floppy copy of the hand receipt to update the unit ULLS S-4 computer. This work copy will be returned to the PBO and an updated and clean copy will be signed by the incoming commander.
- b. A copy of the sensitive Item Inventory marked "change of command". This copy will be returned to the PBO and an updated and clean copy will be signed by the incoming commander.

- c. Copies of the latest change of command shortage annex's.
- d. Copy of delinquent monthly 10% inventories, sensitive item inventories and monthly hand receipts.
- e. Copy of the latest due-in listing.
- f. Copy of the USPFO customer reconciliation listing. Listing indicates items that have been shipped from DEPOTS and or the USPFO Storage Branch. Items shipped that are not accounted for will be processed IAW AR 735-5.

7. PREPARING FOR THE INVENTORY: The following information will aid the unit in preparing for the change of command inventory.

a. Ensure current publications identified in DA PAM 25-30 and EM0074, Consolidated Publication of Component Lists and on line at LOGSA.ARM.Y.MIL are available to conduct the inventory. This will ensure the proper inventory of Sets, Kits and Outfits (SKO's) and major items with components.

b. Ensure the proper forms are available to properly document the inventory. The critical forms are listed below;

- (1) DD Form 362 Statement of Charges
- (2) DA Form 4697 Report of Survey
- (3) DA 1687 Delegation of Authority (Signature Cards)
- (4) ULLS S4 Hand Receipts (DA 2062)
- (5) DA Form 4949 Administrative Adjustment Reports
- (6) DA Form 3161/2765 Turn-in/Receipt for supplies
- (7) DA Form 3161 Lateral Transfers
- (8) Copy of 1379 Attendance Record

c. Review current copy of DA Form 1379, This will;

(1) Indicate current unit members as well as those who have ETS'd, been declared AWOL , or transferred to another unit. This step will aid in the unit determining which individuals have or have not turned in their Organizational Clothing and Individual Equipment (OCIE).

(2) Indicate if hand receipt holders (individual or section) are current unit members.

d. Compare DA Form 1379 with sub hand receipts;

(1) Identify unit members who are no longer current members of the unit but still have government equipment in their possession. This will identify what equipment needs to be recovered.

(2) Verify that all unit members have a current ULLS S4 hand receipt for Organizational Clothing and Equipment on file and properly signed within the last 12 months. DA Form 3645 will be utilized only if the unit does not have ULL S4 capabilities.

(3) Identify all sub hand receipt holders. Inventory and update. Utilize hand receipt procedures available in ULLS S4. DA Form 2062 will be utilized only if the unit does not have ULLS S4 capabilities.

e. Identify hand receipts for equipment loaned to or from other units. Ensure these hand receipts are current and equipment is in serviceable condition.

f. Review unit maintenance records to identify equipment in maintenance for calibration and therefore will not be present during the inventory.

8. CONDUCTING THE INVENTORY: Reference DA PAM 710-2-1, Para 9-3, The outgoing and incoming commanders will conduct 100% joint inventory to include components of sets, kits, and outfits (SKO's)

a. Conduct the Sensitive Item Inventory (ALV-441)

(1) A current ALV-441 will be sent to the unit in the pre-change of command packet. This listing will be marked "Change of Command Inventory".

(2) Conduct the inventory and record the results. If no discrepancies are noted, the incoming commander will sign the ALV-441 and place the original in the final Change of Command Packet. If discrepancies are found a 15-6 investigation may be required. It is the responsibility of the outgoing commander to correct the discrepancy. The Sensitive Item Listing should not be signed by anyone until all discrepancies are noted.

b. Conducting the Inventory (ALV 151)

(1) Use the property book printout, ALV-151, Marked " Change of Command Inventory" to conduct the inventory. This was sent to the unit in the pre change of command packet.

(2) Check each item on the property book for end item completeness. Use the appropriate and current technical manuals or supply catalogs IAW DA PAM 25-30 to identify components. Insure component shortages are identified and initialed by incoming commander. UNIT IS TO UTILIZE SHORTAGE ANNEX PROCEDURES AVAILABLE IN ULLS S4.

(3) verify all serial numbers listed on the hand receipt for correctness.

(a) If the serial number USA number on the printout matches the number on the item put a checkmark by the serial number on the printout.

(b) If there is a difference submit DA Form 4949 correcting the discrepancy with the change of command packet.

(4) Verify all supporting documents affecting property book balances have not been posted previously by the property book officer.

(a) Supporting documents may include DA 3161 used a turn-in or Lateral Transfer, DD 362 cash collection and DA form 4697 Report of Survey.

(5) In all cases the incoming commander will circle and initial the final quantity on the property book. The incoming commander should ensure all adjustment documents have been prepared before initialing the inventoried quantity. Ensure that all of the appropriate documents are included in the change of command packet.

c. Accounting for Components

(1) Components of sets, kits, and outfits (SKO) will be inventoried during the change of command inventory. The inventory will be conducted using the current publication (TM,SC,SB,TB, etc). Component shortages discovered during the inventory will be listed on the ULLS S4 Component Shortage report, PCN: AWE-225. See ENCL 4.

(2) Component shortages are tracked from change of command to change of command. It is critical the unit establish an audit trail. The audit trail will provide a historical basis for the unit to work with in determining the status of the shortage. This audit trail will establish when a shortage occurred and how it was accounted for. DO NOT add shortages to the change of command report of survey if the missing items have previously been identified on a valid shortage annex.

(3) Component overages with an ARC code of "N" will be extracted on a Non-Expendable overage annex DA Form 2062 (ENCL 5.)

(4) Account for component shortages IAW AR 735-5. The unit can account for these items in one of the following ways.

(a) Change of Command Report of Survey. If the items missing are hand receipted to a section or individual be sure to include individual responsible on the report of survey.

(b) Statement of Charges (DA FORM 362). It is recommended this method be used when ever possible.

© Cash Collection Voucher (DA FORM 362). Submit check or money order to USPFO For California ATTN CAUS-BF.

(d) \$100 Durable Hand Tool Loss. Previously submitted memorandums prior to this change of command may be considered. This memorandum can not be initiated in conjunction with this change of command. See paragraphs 7-7 and 14-25 AR 735-5. See ENCL 6.

(e) It is recommended that the unit keep the ULLS S4 COMPONENT SHORTAGE REPORT AWE-225 FROM THE CHANGE OF COMMAND INVENTORY. When the unit begins to prepare for the next change of command this will provide a good base of information to guide the unit in preparing for, conducting, and finalizing the next change of command component inventory.

d. OCIE CONSOLIDATION. Due to the frequency of transactions, the OCIE Consolidation is one of the most critical elements of the change of command inventory. Because of its nature, the OCIE consolidation should be the last inventory conducted before submission of the change of command packet.

(1) Obtain copies of DA FORM 1379 and compare this to the ULLS S4 hand receipts for each individual assigned to the unit. Make a list of any discrepancies. Some situations that may be encountered during this comparison are listed below.

(a) The individual is not a current member, but has a OCIE record on file, contact the individual and recover the equipment. If the equipment is not turned in submit a report of survey for equipment issued to the soldier. DO NOT put this equipment issued on the consolidated change of command report of survey. Provide a memorandum for record of these individuals.

(b) If an individual goes AWOL and has OCIE equipment in their possession, attempt to recover the equipment. If the equipment is not turned in submit a report of survey for the equipment issued to the soldier. DO NOT put this equipment issued to the soldier on the consolidated change of command report of survey. Provide a memorandum for record of these individuals to the PBO.

e. Due in Listing ALV 880/USPFO Customer Reconciliation will be reviewed for all shipment statuses. Items determined to be shipped from USPFO or the DEPOT will be resolved before the change of command will be approved. If any shipment status is listed on the Due-In listing take the following actions.

(1) If the item has been received send the receipt document to the property book office.

(2) If the item has not been received contact USPFO and find the mode of transportation and try to locate the item. If the item cannot be located initiate a Report of Discrepancy (SF 364), See ENCL 7. For instructions on how to complete this form see AR 735-5, para 16-52 and fig 16-3A. It is recommended the unit contact USPFO-SC, Sherlyn Gallosh at 805-594-6259 for assistance.

(3) If USPFO can trace the shipment to the unit and it still not is located, Process a report of Survey (DA Form 4697) IAW AR 735-5 to account for the item.

9. FINAL REVIEW BY THE PROPERTY BOOK OFFICE

a. The change of command packet is the responsibility of the Property Book Officer. This responsibility will be from the initial receipt of the packet until final approval by the PBO.

b. The change of command packet must have all documents listed in ENCL 1. If all of the mandatory documents are not available, the change of command packet will be returned to the unit.

c. When the complete packet is received, a thorough review will be conducted. Any documents needing correction or further clarification will be returned to the unit.

d. Causative review as a minimum will consist of the following.

(1) A thorough review of the hand receipt printout to include a mathematical review.

(2) Review the change of command Report of Survey and other adjustment documents.

(3) Review the ULLS S4 Component Shortage report with the change of command report of survey.

(4) Review shortage annex's from the previous change of command and compare to the current component shortages.

(5) Review the OCIE consolidation insuring that quantities listed on property book are correct and all individuals with OCIE are active members of the unit.

(6) Inform the Battalion S4/Separate Company NCOIC in writing of the problems noted.

e. The Change of Command effective date will be decided by the PBO. As a general rule, the day the Property Book Office receives the last document to complete the change of command will be the effective date. There are, in some cases, extenuating circumstances that will necessitate an earlier date of the packet. These situations will be considered on a case by case basis.

f. When the change of command packet is approved, the Property Book Office will sign a memorandum, See ENCL 7. Once signed, the memorandum will be forwarded to the Office of the Adjutant General ATTN: OPMS and an additional copy sent to the unit.

g. The Property Book Officer is mandated to account for property. Options can be very limited in many cases. We will help and assist in any way that we can and attempt to provide a fair evaluation of any problem, that may be encountered.

1.3 COMPONENT SHORTAGE REPORT

SOURCE:	Component Shortage /Excess Main/Repl Process.
FREQUENCY:	Review quarterly or as commander directs.
PURPOSE:	Provides a report of the current component shortages.
DISPOSITION:	Dispose of when no longer needed or IAW the commander's direction.
MANAGEMENT APPLICATIONS:	<ul style="list-style-type: none"> - Provides critical information on all component shortages for end items by SHR number. - Replenishment flag of "R" identifies component eligible for replenishment action.

ENCL 4

COMMANDER'S GUIDE

ASIS-25-L3S-AWE-ZZZ-CG

DODAAC: WK5A26		COMPONENT SHORTAGE REPORT		PCN: AWE-227				
UIC WABBA		HHC/1-59 QM BN						
PB ORIG: A		SHR NUMBER: 4						
END ITEM	COMPONENT	SUBCOMP	ARC	NOMENCLATURE	CL NR	SHORT	REPL	D/I
NSN	NSN	NSN	CODE			QTY	FLAG	QTY
5180002932875	0095411180110		X	TWINE, FIBROUS: WAXED	CL-507	-0001	R	00000
5180002932875	4240000523776		X	GOGGLES, INDUSTRIAL	CL-507	-0002	R	00000
5180002932875	5110001425015		D	SAW, HAND, RIP: 26 IN	CL-507	-0001	R	00000
5180002932875	5110001800831		D	PLANE, BLOCK: ADJUSTA	CL-507	-0001	R	00000
TOTAL NUMBER OF RECORDS: 00004								
END OF REPORT								

ENCL 4.1

CATC-LG

30 September 00

MEMORANDUM FOR RECORD

1. Reference AR 735-5 paragraphs 7-7 and 14-25
2. Brief explanation of incident
3. The following listed hand tools were lost.

NOMENCLATURE	NSN	QTY	TOTAL PRICE
TOOL KIT GEN MECH	8340-00-999-0101		
COMPONENT LOSS			
WRENCH	5120-00-001-1978	1	\$62.50
MOBILE KITCHEN TRAILER	5445-00-989-0101		
COMPONENT LOSS			
BURNER UNIT	5655-01-112-0101	1	\$33.50

4. I have reviewed the circumstances surrounding the loss of the above item and find no evidence of negligence or misconduct

TIMOTHY D. DELCO
CPT, MI, CAARNG
Commanding

ENCL 6

REPORT OF DISCREPANCY (ROD)		1. DATE OF PREPARATION 25 AUGUST 2000	2. REPORT NUMBER
<input checked="" type="checkbox"/> SHIPPING <input type="checkbox"/> PACKAGING			
3. TO (Name and address, include ZIP Code) CAMP FOR CALIFORNIA PO BOX 8104 CAMP SAN LUIS OBISPO, CA 93403-8104		4. FROM (Name and address, include ZIP Code) COD 1/112TH AVN (WQRQD0) 8010 S. AIRPORT WAY STOCKTON, CA 95206-3919	
5a. SHIPPER'S NAME		5b. NUMBER AND DATE OF INVOICE	6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)
7a. SHIPPER'S NUMBER (Purchase Order/Shipments, Contract, etc.)	7b. OFFICE ADMINISTERING CONTRACT		8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)

9. SHIPPING, BILLING, AND RECEIPT DATA					10. DISCREPANCY DATA				11. ACTION CODE
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE (d)		
L27088/ 8460-00-606-8366 KIT BAG FLYERS W813LA 7122-4707	EA	28			22.45		S3		1A
F32055/ 8415-01-351-0323 CVRLS FLYERS W813LA 7122-4715	EA	3			96.95		S3		1A
F32055/ 8415-01-351-0329 CVRLS FLYERS W813LA 7161-4700	EA	3			96.95		S3		1A
F32055/ 8415-01-351-0323 CVRLS FLYERS W813LA 7196-4701	EA	3			96.95		S3		1A

12. REMARKS (Continue on separate sheet of paper if necessary)

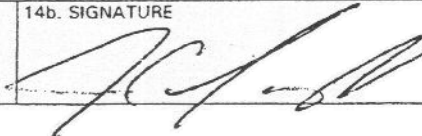
NO DOCUMENTATION ON FILE. ITEMS NOT ON HAND DURING CHANGE OF SUPPLY SERGEANT INVENTORY

1 DISCREPANCY CODES		2 ACTION CODES
CONDITION OF MATERIAL C1 - In condition other than that indicated on release/receipt document C2 - Expired shelf life C3 - Damaged parcel post shipment	PRODUCT QUALITY DEFICIENCIES Q1 - Deficient material (Applicable to Grant Aid and FMS shipments only) SHORTAGE OF MATERIAL S1 - Quantity less than that on receipt document S2 - Quantity less than that requested (Other than unit of issue pack) S3 - Non-receipt of parcel post shipments	1A - Disposition instructions requested (Reply on reverse) 1B - Material being retained (See remarks) 1C - Supporting supply documentation requested 1D - Material still required expedite shipment (Not applicable to FMS) 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS) 1F - Replacement shipment requested (Not applicable to FMS) 1G - Reshipment not required. Item to be re-requisitioned. 1H - No action required. Information only 1Z - Other action requested (See remarks)
SUPPLY DOCUMENTATION D1 - Not received D2 - Illegible or mutilated D3 - Incomplete improper or without authority (Only when receipt cannot be properly processed)	ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.) T1 - Missing T2 - Illegible or mutilated T3 - Precautionary operational markings missing T4 - Inspection data missing or incomplete T5 - Serviceability operating data missing or incomplete T6 - Warranty data missing	
MISDIRECTED MATERIAL M1 - Addressed to wrong activity	WRONG ITEM (Identify requested item as a separate copy in Item 9 above) W1 - Incorrect item received W2 - Unacceptable substitute	
OVERAGE/DUPLICATE SHIPMENTS O1 - Quantity in excess of that on receipt document O2 - Quantity in excess of that requested (Other than unit of issue pack) O3 - Quantity duplicates shipment	OTHER DISCREPANCIES Z1 - See remarks	
PACKING DISCREPANCY P1 - Improper preservation P2 - Improper packing P3 - Improper marking P4 - Improper unitization		

13. FUNDING AND ACCOUNTING DATA

14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL
JULIO LUGO
SSC UNIT SUPPLY NCO (209) 983-5423

14b. SIGNATURE



15. DISTRIBUTION ADDRESSEES FOR COPIES

ENCL 7

16. FROM:

17. DISTRIBUTION ADDRESSEES FOR COPIES

18. TO:

Use window envelope to mail this document. Insert name and address, including ZIP Code, starting one typing space below the left dot. Each address line must NOT extend beyond right dot. Address must not exceed four single space typing lines.

19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM:

→
Fold
here

a. MATERIAL HAS BEEN <input type="checkbox"/> WILL BE SHIPPED <input type="checkbox"/>		DOCUMENT NUMBER	b. <input type="checkbox"/> NO RECORD OF SHIPMENT, RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION.	
c. <input type="checkbox"/> AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A:		<input type="checkbox"/> CREDIT <input type="checkbox"/> DEBIT	d. <input type="checkbox"/> INVOICE/BILL ATTACHED	e. <input type="checkbox"/> PROOF OF DELIVERY (Parcel Post Shipments) OR EVIDENCE OF SHIPMENT ENCLOSED.
f. <input type="checkbox"/> AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION.				
(1) REASON FOR NOT PROCESSING		(2) PRESCRIBING REGULATION		
<input type="radio"/> (a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR		<input type="radio"/> (a) CHAPTER 5 OF THE GSA HANDBOOK, DISCREPANCIES OR DEFICIENCIES IN GSA OR DOD SHIPMENTS, MATERIAL, OR BILLINGS (FPMR 101-26.8)		
<input type="radio"/> (b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 19(2)		<input type="radio"/> (b) CHAP. 2 AND/OR 7 OF DOD 4000.25-7-M, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) AND/OR DD 1513, U.S. DOD OFFER AND ACCEPTANCE, AS APPLICABLE.		

20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL

a. <input type="checkbox"/> PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES.	b. <input type="checkbox"/> REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN:	DAYS
c. <input type="checkbox"/> RETAIN MATERIAL AT NO CHARGE.	d. <input type="checkbox"/> MATERIAL WILL BE PICKED UP IN:	DAYS
e. <input type="checkbox"/> SHIP MATERIAL (Specify Location):		
(1) <input type="checkbox"/> GBL APPROPRIATION CHARGEABLE:		
(2) <input type="checkbox"/> CHARGES COLLECT-VIA: <input type="checkbox"/> FREIGHT <input type="checkbox"/> EXPRESS <input type="checkbox"/> PARCEL POST (\$ _____ postage advanced herewith. NOTE: Please enclose postage. Material cannot be returned Parcel Post collect.)		
(3) <input type="checkbox"/> PARCEL POST LABEL ATTACHED (4) <input type="checkbox"/> FREIGHT PREPAID		
f. <input type="checkbox"/> OTHER (Specify)		

→
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here

f. ☐ OTHER (Specify)21. ☐ IF MATERIAL IS STILL REQUIRED, SUBMIT NEW REQUISITION22. ☐ REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE:

DATE

23. REMARKS (Continue on separate sheet of paper if necessary)

ENC 7.1

24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF REPAIRING OFFICIAL

24b. SIGNATURE

24c. DATE